



TO: All Employees
FROM: Donald Merkes, Mayor
DATE: 22 December 2015

RE: Mileage Reimbursement

Effective January 1, 2016 the City of Menasha mileage reimbursement rate will remain the same at 52¢.

We have created a standardized chart to maintain consistent reporting of distances between buildings commonly traveled between by city staff. Please use these distances when claiming mileage for use of your personal vehicle.

City policy states that any employee who uses their personal vehicle for City business must have vehicle insurance, which provides for minimum levels of liability coverage. If the proof of insurance has not been filed the employee can not be reimbursed for use of their personal vehicle. You should provide proof of insurance to your department head.